

PROGRAM REQUIREMENTS & COMPLIANCE FOR SUBAWARD

Applicants must be familiar and able to meet VFC programmatic requirements as a condition of eligibility to submit an application and as a condition of receipt of subaward funds. Applicants must be a current enrolled VFC provider and those requirements including, but not limited to: ordering, accountability, and storage and handling of publicly purchased vaccine are outlined in the annual signed executed Provider Agreement, Provider Profile, and Nebraska Immunization Program Provider Manual. The manual is given to each enrolled provider, last revised in May 2022, and is to be reviewed annually. The manual along with various other helpful resources is available on the Nebraska Immunization Program website at <https://dhhs.ne.gov/Pages/immunization.aspx>. The Applicants are highly encouraged to subscribe to the website for program updates.

Successful applicants must be familiar and able to meet additional programmatic requirements as a condition of receipt of subaward funds.

- A. The Subrecipient agrees that it will comply with all federal and state law governing the Immunization Program, including but not limited to 42 CFR Part 51b, Subpart B. According to federal grant guidance documents, these funds must supplement, not supplant local resources.
- B. The Subrecipient agrees to perform the following activities:
 1. Continue to enroll as a VFC provider and abide by program requirements.
 2. Provide all appropriate Advisory Committee on Immunization Practices (ACIP) recommended vaccines to children 0-18 years of age who are eligible to receive Vaccines for Children (VFC) vaccines.
 3. Provide all appropriate Advisory Committee on Immunization Practices (ACIP) recommended vaccines to adults aged 19 years and older who are eligible to receive Adult Immunization Program (AIP) vaccines if the applicant is currently an AIP provider and dependent upon available AIP/Section 317 vaccine.
 4. Utilize the Nebraska State Information Immunization System (NESIIS) to conduct the following additional activities:
 - a. Report to NESIIS either manually or through data exchange the identifiable immunization record for each dose of vaccine given to each specific patient;
 - b. Report to NESIIS the race/ethnicity information for patients, if possible.
 5. Perform some type of reminder recall activity.
 6. Obtain prior approval for:
 - a. Changes in scope
 - b. Implementation of a new activity
 - c. Changes in key personnel
 - d. Any significant redirections of funds required for redirections with a cumulative change of 25% or more of the subaward
 - e. All equipment purchases, capped at \$5000.

7. Submit quarterly reports as outlined in **Attachment B**
8. Provide additional source documentation when requested from DHHS.
 - a. This additional documentation can include payroll records, approved time sheets allocating time, time studies, receipts, or other documents to fully justify the expenses claimed on the submitted Expenditure Report.
9. Operate clinics in accordance with the Nebraska Immunization Program Provider Manual and submit applicable documentation for prior approval of proposed satellite clinics and special vaccination events (mass vaccination clinics).
 - a. These satellite clinics and mass vaccination clinics that are outlined in Work Plans are allowable activities pursuant to pre-approval by DHHS.
10. Participate in periodic assessments of vaccine rates of immunization clients conducted by DHHS staff.
 - a. This assessment can determine vaccination rates and indicate the extent to which vaccination rates can be improved by administering multiple vaccines simultaneously, encouraging parents to initiate the vaccination series on time, contacting parents when children are due or have missed vaccinations, and/or other quality improvement initiatives.
11. Provide a level of staff effort commensurate with the level of resources received.
 - a. These funds are awarded under the condition that they be specifically obligated and expended for subaward activities.
12. Inform the Nebraska Immunization Program of any changes in key clinic personnel, facility location, or scheduled clinic days.
13. Participate in IQIP.

C. The Nebraska Immunization Program agrees to provide the following services:

1. Provide the vaccine necessary to support clinic operations, subject to availability.
2. Provide access to the Nebraska Immunization Program Provider Manual.
3. Provide immunization-related training and technical assistance.
4. Provide training and technical assistance support for NESIIS.
5. Conduct periodic assessments of vaccine rates of public immunization clinics that can determine vaccination rates and indicate the extent to which vaccination rates can be improved by administering multiple vaccines simultaneously, encouraging parents to initiate the vaccination series on time, contacting parents when children are due or have missed vaccinations and/or other quality improvement initiatives.

D. The Subrecipient acknowledges that it may not use subaward funds for:

1. Any costs for activities or personnel that are not directly related to the Immunization and

Attachment A

Vaccines for Children Cooperative Agreement.

2. Violation of the cost limitations as stated in the Consolidated Appropriations Act, and Furthering Continuing and Security Assistance Appropriations Act, 2017

- a. None of the funds shall be used to pay the salary of an individual at a rate in excess of Executive Level II (Div. H, Title II, General Provisions, Sec. 202)
 - b. None of the funds shall be used to advocate or promote gun control (Div. H, Title II, Sec. 210)
 - c. None of the funds shall be used for lobbying (Div. H, Title V, Sec. 503)
 - d. None of the funds shall be used to carry out a program of distributing sterile needles or syringes for the hypodermic injection of an illegal drug (Div. H, Title V, Sec. 520)
 - e. None of the funds shall be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography (Div. H, Title V, Sec. 521)
3. Travel costs not justified and directly benefiting the immunization activities.
 4. Rent costs that are supported by an explanation of why these costs are not included in the indirect cost rate agreement or cost allocation plan.
 5. Any non-allowable expenses with federal immunization funds noted below to the extent prohibited by applicable law:

Expenses NOT allowed:

Honoraria
Advertising costs (*e.g., conventions, displays, exhibits, meetings, memorabilia, gifts, souvenirs*)
Alcoholic beverages
Building purchases, construction, capital improvements
Land purchases
Legislative/lobbying activities
Bonding
Depreciation on use charges
Research
Fundraising
Interest on loans for the acquisition and/or modernization of an existing building
Clinical care (*non-immunization services*)
Entertainment
Payment of bad debt
Dry cleaning
Vehicle Purchase / Vehicle Lease
Promotional and/or Incentive Materials (*e.g., plaques, clothing and commemorative items such as pens, mugs/cups, folders/folios, lanyards, conference bags*)
Purchase of food (*unless part of required travel per diem costs*)